



PENNSYLVANIA STATE BOARD OF FUNERAL DIRECTORS

BiYearly Newsletter B1 2022

BOARD MEMBERS

William Harris, Board Chairman

Milian Rodriguez,
Board Vice Chairman

Carmella Imburgia, Board Secretary

Thomas Kukutchka,
Professional Board Member

Kenneth DuPree,
Professional Board Member

Francis McCusker,
Public Board Member

Jennifer Kirk,
Designee for the Office of Attorney
General Consumer Protection

Arion R Claggett,
Commissioner of the Bureau of
Professional and Occupational Affairs

Vacant Position –
Public Board Member

BOARD STAFF

Shawn Jayman, Board Counsel

Kristel Hennessy Hemler,
Board Administrator

J Leslie Warner,
Education Certification Evaluator

Rachel Boob,
Education Certification Evaluator

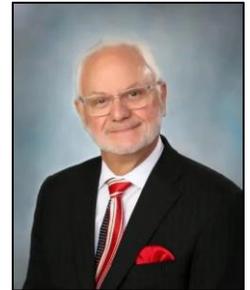
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Harrisburg, PA 17105

ra-funeral@pa.gov
www.dos.pa.gov/funeral

A MESSAGE FROM OUR BOARD CHAIRMAN:

After two years of holding virtual board meetings, we are gradually getting some normalcy back at the Board Office. Our Board meetings are now being held in a 'hybrid' fashion. All are welcome to join the Public Session at 10:30am either virtually through a TEAMS platform, or in person. I look forward to seeing many familiar faces in person at our next board meeting.



I am happy to see the resurrection of the newsletters. Our newsletters provide many interesting facts, information, and statistics. If you would like to discuss a specific topic in an upcoming newsletter, please reach out to the Board Office by emailing ra-funeral@pa.gov with the subject line: 'Newsletter Topic Idea'.

This newsletter contains tips on how to have a successful inspection. One of our very own Mortuary Inspectors from the Pennsylvania Bureau of Enforcement and Investigation has spent time gathering this very useful information. I encourage all to read Christine Hohrun's column.

We continue to serve the families of our communities without hesitation, regardless of the obstacles put in our way. I am proud to be licensed for 50 years now, and am among some of the most respected professionals in this business.

Thank you for all that you do!

William G Harris, Board Chairman

Did you know?

In 2008, Congress designated **MARCH 11th** as National Funeral Director and Mortician Recognition Day

"Whereas these special men and women see their chosen profession as a higher calling, a sacred trust, in serving every family regardless of social standing, financial means, or time of day or day of the year, whenever a death occurs; and whereas March 11 would be an appropriate day to designate as National Funeral Director and Mortician Recognition Day to pay tribute to these funeral directors and morticians who, day in and day out, assist our Nation's families in their times of sadness and grief and help families mourn a death and celebrate a life."

- H. RES. 892, passed by the 110th Congress of the United States.

HOW DO I?



Each newsletter we will provide a question, and then answer it for your knowledge. If you would like to submit a question for one of our upcoming biyearly newsletters, please email ra-funeral@pa.gov with the subject line “Biyearly Newsletter Question Request”.

This newsletter’s question is:

HOW DO I SUBMIT A REQUEST TO HOLD HUMAN REMAINS FORM?

Requests to hold human remains for longer than 10-days from the day the establishment receives the deceased body are found [here](#).

This is a writable PDF form. You can even type your name in the signature area, as handwritten signatures are not required for these types of requests.

Only typed requests on these forms can be submitted to the Board office by emailing ra-funeral@pa.gov. Once received, the Board office will forward your request to one of our credentialed Board Members for review.

When approved, the Board staff will upload a copy of your request and the approval directly to the establishment’s PALS file, and email you with the approval.



THE STATS

LATEST COUNTS OF LICENSEES*

Funeral Trainee.....	495
Funeral Intern.....	60
Funeral Director.....	3026
Funeral Director – Limited License.....	108
Funeral Supervisor.....	1267
Education Providers.....	42
Sole Proprietorship.....	272
Partnership.....	26
Professional Corporation.....	113
Restricted Business Corporation.....	785
Pre-1935 Corporation.....	48
Widow/Widower.....	13
Estate.....	4
Branch.....	280

*As of 5/31/2022

EXAMINATION RESULTS*

Pennsylvania Funeral Director Jurisprudence Examination:

Total # Tests Administered.....	47
Total # Passed.....	23

Pennsylvania Funeral Director Written Practical Examination:

Total # Tests Administered.....	43
Total # Passed.....	25

* Provided by Pearson Vue: December 2021 – May 2022

How to Have a Successful Inspection

Tips from our Bureau of Enforcement and Investigation

By Christine Hohrun, Mortuary Inspector

Disclaimer: At no time during funeral home visits / inspections, is the Inspector/Investigator permitted to offer the licensee any advice or offer their opinion. If there are questions, the licensee is to seek Legal Counsel. Helpful resource for Funeral Directors is the Pennsylvania Code: Chapter 13 and the Funeral Director's Act.

- **Funeral Home Licensure and Signage:** One of the first items the Inspector begins the inspection process is the facility license, supervisor's license, if applicable, and funeral director's license(s) and signage (*even before entering facility*), making sure all licenses are active and current.

- **Pertinent Paperwork:** At the time of an inspection, the Inspector will ask to see the funeral home's *General Price List, Casket Price List and Outer Burial Container (Vault Price List)*, making sure the pertinent information is listed, such as Letterhead, Statements of Goods and Services and any advertising show name, address of funeral facility and contains the branch and Supervisor for each location, (if it applies). The Inspector will also ask for the following files / information:



1. **Prepaid Burial Contracts** – Where is the Funeral Home depositing Pre-need monies?
 - a. Examples: Insurance Vehicles or Bank Trusts and if applicable, “Are those funds being reported to the State Board of Funeral Directors within the required 90 days of the signed contract and within 30 days of any completed / fulfilled Prepaid Burial Contracts?”
2. **At-Need Files** – Statements of Goods and Services, Embalming Authorizations, Cremation Authorizations (From Next-of-Kin, County Medical Examiner or Coroner) Federal Trade Commission Funeral Rule Required Disclosures.
 - a. “Are forms complete and signed?”
3. **Manifest for a Medical Waste Transporter** - if applicable for volume of embalming.
4. Look at files for *OSHA Hazard Communication Standards, Bloodborne Pathogens and Formaldehyde Programs as appropriate, and Safety Data Sheets*, which describe the procedure for the storage of chemicals and their safe handling. Bloodborne Pathogens and Formaldehyde – Training for Exposure Control Plan – minimize employee exposure.

- **Preparation Room:** All licensed funeral homes are required to have an equipped prep room and the prep room “shall be solely for the purpose of preparing human remains.” It will have the following equipment:

1. Sink with running water / sewage connections with 2” drainpipe.
2. Embalming table – Metal or porcelain
3. Cabinets – impervious to water / stain
4. Waste Container with cover
5. First Aid Kit
6. Surgical Instruments for Embalming / Aspirator - Non-backflow
7. Walls – Airtight, covered by tile, plaster or similar material enamel finish which is waterproof.
8. Airtight ceiling.
9. Flooring – Impervious to water
10. Outside Ventilation
11. Painted solid doors and screened windows.
12. Sterilizer
13. Flushing Facilities – to flush materials from eyes or body
14. Protective Wear – Rubber Gloves, Goggles and Suitable Clothing – impervious to chemicals.

Additional Information to Note:

Area of the Funeral Home devoted to funeral services must be maintained in a sanitary and proper manner (Including - No Smoking in the Funeral Facility.)

Funeral Directors – holding a body for more than 10 days must obtain special permission from the State Board of Funeral Directors.

Funeral Homes with Crematory – Are required, as are Crematories to wait 24 hours from the time of death to cremate a body.

DISCIPLINARY ACTIONS*:

Lackawanna County John F. Harrison, F.D., funeral license number FDO12645L and funeral supervisor license number FSO12645L, of Jermyn, Pennsylvania, Lackawanna County, was suspended for one year, stayed in favor of probation after three months of active suspension, and ordered to pay a civil penalty and costs in the amount of \$3,067.95, based upon committing one count of retaining funds intended to pay for funeral goods and services when the funeral director did not provide the agreed upon services, and committing one count of engaging in gross incompetency, negligence, or misconduct in the carrying on of the profession. (10/14/21)

Delaware County Clinton Marc Jackmon Sr., license no. FDO14806L & FSO14806 of Chester, Delaware County was levied a civil penalty of \$1,000; and costs of investigations for \$278.91; because he failed to obtain written authorization for cremation from the coroner of the county in which the decedent passed away in, maintain written authorization from the family of a decedent who is to be cremated, and to create a specific listing of all contracted services in a written agreement. (1/12/22)

Philadelphia County Frankie E Francis, license no. FDO12890L of Philadelphia, Philadelphia County, was levied a civil penalty of \$1,000; and costs of investigation of \$581.59; because he aided or abetted in any way the granting of an improper license. (1/12/22)

Philadelphia County Keene & Carney Funeral Home, Inc., funeral establishment license number FRO00939L, of Philadelphia, Philadelphia County, was suspended indefinitely, for no less than three years, and ordered to pay a civil penalty and costs in the amount of \$3,816.26, based upon aiding and abetting the unlicensed practice of funeral directing, failing to comply with the regulations of the Federal Trade Commission, failing to give the family representative or agency official a written agreement, furnishing embalming or other services without having obtained written permission from a family member or representative, refusing to release remains until consideration, whether earned or not, has been paid, and engaging in gross incompetency, negligence, or misconduct in the carrying on of the profession. (01/18/22)

*November 2021 – April 2022



Is there a topic you would like discussed in an upcoming newsletter?

Feel free to make your requests to ra-funeral@pa.gov. Type 'Newsletter Topic' in the Subject field of your email.

WHAT'S IN A NAME?

NAME APPROVAL FOR ESTABLISHMENTS

As a result of a recent court decision, licensees are now permitted the use of trade names in the funeral directing profession within the Commonwealth; therefore, **it is no longer necessary for the Board to pre-approve the use of names.**

Establishments desiring to incorporate must submit an Articles of Incorporation application to the Corporation Bureau, www.dos.pa.gov/corps. Upon approval of the Articles, funeral establishments must submit to the Board office the required application, fee, and approval of their Articles of Incorporation. Name change applications can be downloaded from the Board's website [here](#).



Join Us

All are welcome to join the State Board of Funeral Directors Board Meeting Public Session

Time

Executive Session: 9:00 A.M.
Public Session: 10:30 A.M.

Location

In-Person:

Board Room C
One Penn Center
2601 N Third Street
Harrisburg, PA 17110

Call In (audio only):

1-267-332-8737
Access Code: 904 737 952#

The Board meetings will be recorded for purposes of completing the required minutes. Your voluntary participation in the meeting constitutes consent to be recorded.

Online via Microsoft Teams:

[Click here to join the Funeral Directors Board Meeting](#)

BOARD MEETING DATES

2022 FUNERAL DIRECTOR BOARD MEETING DATES

January 12, 2022
February 18, 2022
March 30, 2022
May 11, 2022
June 23, 2022
August 3, 2022
September 14, 2022
October 26, 2022
December 7, 2022

2023 FUNERAL DIRECTOR BOARD MEETING DATES

January 11, 2023
February 22, 2023
April 5, 2023
May 17, 2023
June 21, 2023
August 2, 2023
September 13, 2023
October 25, 2023
December 6, 2023

2024 FUNERAL DIRECTOR BOARD MEETING DATES

January 10, 2024
February 21, 2024
April 3, 2024
May 15, 2024
June 26, 2024
August 7, 2024
September 18, 2024
October 30, 2024
December 11, 2024